



**REQUEST FOR QUOTATIONS**  
**CHESTERFIELD COUNTY PURCHASING DEPARTMENT**  
**9901 LORI ROAD, P. O. BOX 51**  
**CHESTERFIELD, VIRGINIA 23832-0001**  
Phone: (804)-748-1617  
Fax: (804) 717-6378



**QUOTATION NUMBER: 16-1537**  
**TITLE: Misc. Police Supplies**  
**ISSUE DATE: August 22, 2016**

**DUE DATE AND TIME: August 29, 2016, 10:00 a.m.**

**There will be no public opening.**

Inquiries : Questions which may arise as a result of this solicitation may be addressed to: Stacy L. Seay, Senior Contract Officer, phone (804) 748-1837 or by e-mail to seays@chesterfield.gov. Inquiries must be received at least three (3) business days prior to the due date in order to be considered.

Address response to: Stacy L. Seay, Senior Contract Officer, e-mail to: seays@chesterfield.gov or fax to: (804)717-6378.

All freight, delivery costs, and incidental charges shall be included in prices quoted. All prices shall be F.O.B.: Destination to Police Property and Evidence Unit, 9221 Public Works Road, Chesterfield, VA 23832

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**My signature below certifies that: I agree to abide by all conditions of this Request for Quotations and that I am authorized to sign this quotation.**

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In compliance with this Request for Quotations and to all conditions imposed therein the undersigned offers and agrees to furnish the goods/services in accordance with this signed quotation.

**Complete Legal Name of Firm:** \_\_\_\_\_

**Order from Address:** \_\_\_\_\_

**Remit To Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Fed ID No.:** \_\_\_\_\_ **Phone: ( )** \_\_\_\_\_ **Fax: ( )** \_\_\_\_\_

**This Page must be returned with the Pricing Schedule**

Minority-Owned Business: YES ☐ NO ☐  
Women-Owned Business: YES ☐ NO ☐  
Chesterfield Business: YES ☐ NO ☐  
Small Business: YES ☐ NO ☐  
Service Disabled Veteran-Owned Business: YES ☐ NO ☐

## I. PURPOSE:

The purpose of this Request for Quotations is to obtain quotations on the goods described herein.

## II. SPECIFICATIONS:

- a. **Brand Name or Equal:** The manufacturer(s) named have been referenced to convey the general style, type, character, and quality of the equipment. Bids from person or firms based on manufacturer(s) which conform in all material respects and that the County in its sole discretion determines to meet or exceed the specifications, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.
- b. **No proposed equal will be considered prior to receipt of quotes.** If quoting a proposed equal, the bidder is responsible for clearly and specifically identifying the equipment being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the equipment offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a quote non-responsive. Unless the bidder clearly indicates in the quote that the equipment offered is an equal, such quote will be considered to be in compliance with the specifications. It shall be understood that the burden of proof for equal equipment shall be and remain the sole responsibility of the bidder. The County's failure to object to a manufacturer will not constitute a waiver of any of the requirements of the contract documents, and all products furnished must conform to such requirements.
- c. Items must be in new, unused condition.

## III. GENERAL TERMS AND CONDITIONS:

- A. In addition to the terms and conditions listed herein, this purchase is also subject to Chesterfield County's terms and conditions which can be reviewed on the Purchasing Department's website at [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing) or by contacting the Chesterfield County Purchasing Department.
- B. **Contractor's Authorization To Transact Business:** In accordance with *Code of Virginia* Section 2.2-4311.2, as amended, any offeror organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its bid the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its bid a statement describing why the offeror is not required to be so authorized. This information shall be provided on Attachment A titled "Virginia State Corporation Commission (SCC) Registration Information". Failure to provide the required information may result in the rejection of the bid. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. **SEE ATTACHMENT A.**

#### IV. SPECIAL TERMS AND CONDITIONS:

- A. **Acceptance of Goods/Services:** The goods and/or services delivered under a resulting contract shall remain the property of the Contractor until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the Contractor and return goods to the Contractor at the Contractor's expense.
- B. **Acceptance Period of Quotations:** All quotations submitted shall be binding for sixty (60) calendar days following the due date. The sixty (60) calendar day acceptance period may be extended by mutual consent of both parties.
- C. **Brand Name or Equal:** Unless otherwise provided in the Request for Quotations, the name of a certain brand, make or manufacturer shall not restrict bidders to the specific brand, make or manufacturer named and shall be deemed to convey the general style, type, character, and quality of the article desired. Any article that the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

Unless otherwise provided in the Request for Quotations, no proposed equal will be considered prior to receipt of quotations. If quoting a proposed equal, the bidder is responsible to clearly and specifically identify the article being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the article offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a quotation non-responsive. Unless the bidder clearly indicates in the quotation that the article offered is an equal, such quotation will be considered to offer the brand name referenced in the solicitation. It shall be understood that the burden of proof for an equal article shall be and remain the sole responsibility of the bidder. The County's failure to object to a manufacturer will not constitute a waiver of any of the requirements of the contract documents, and all products furnished must conform to such requirements.

The Contractor shall be responsible for making all changes in the work necessary to adapt and accommodate "equal" products which are submitted and accepted in lieu of the products whose name and model numbers are specified and around which the drawings, where applicable, were developed. The necessary changes shall be made at the Contractor's expense. The Contractor shall submit sufficient data concerning the proposed equal products and resulting necessary changes to the project to the County documenting that the proposed product(s) can be properly integrated with the project.

- D. **Insurance Requirements:** The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a certificate of insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the quote.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the County, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management Director and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract. All insurance carriers shall waive any and all subrogation against the County, and it shall be the responsibility of the Contractor/the Contractor's insurance professional to ensure compliance with this requirement.

The Contractor's insurance coverage shall be primary and non-contributory to any program of insurance or self-insurance that the County may or may not have in force, and the insurance required hereunder shall not be interpreted to relieve the Contractor of any obligations under the contract. The Contractor shall remain fully liable for all deductibles and amounts in excess of the coverage actually realized.

The Contractor shall maintain during the initial term and any additional terms of this contract the following equivalent coverage and minimum limits:

1. Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage must be Broad Form and include Products & Completed Operations, Bodily Injury, Property Damage and Contractual Liability.
2. Business Automobile Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage should include all owned, hired and non-owned automobiles.
3. Workers' Compensation: Virginia Statutory limits including Employers Liability limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.

An insurance certificate shall be provided as evidence of the required insurance. The insurance certificate:

1. Must reflect that the Commercial General Liability policy names the County of Chesterfield, its officers, employees and agents, as an additional insured by endorsement to the policy or as required by contract.

Additional insured status applies to all work of the named insured performed on behalf of the County of Chesterfield for this policy period.

2. Must reflect that the policies are endorsed to require no less than 30 days notice of cancellation or other change in coverage to the County;
3. Must have an authorized signature;
4. The Certificate Holder should be listed as:  
Chesterfield County  
c/o Purchasing Department  
P.O. Box 51  
Chesterfield, VA 23832-0001

- E. Quantities:** Where definite quantities are specifically stated, the County reserves the right to increase or decrease quantities at the unit price quoted with mutual consent of all parties.

**V. BASIS OF AWARD:** Award will be made to the lowest responsive and responsible bidder based on the Grand Total Bid.

**VI. PRICING SCHEDULE:**

The bidder agrees to furnish the goods as specified herein, and in compliance with the terms and conditions of this Request for Quotations at the following price(s):

Item No.	Quantity	Description	Unit Price	Total
1.	20	RIFLE, CARBINE S&W 311053, M&P15 MOE MID-LENGTH, 5.56CAL, 16", BLACK, MAGPUL FURN., 1-3RD MAG.	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
2.	20	CLEANING KIT, KLEEN BORE, M-16/AR-15, 223/5.56MM	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
3.	20	RIFLE RACK, PRO GUARD UNIVERSAL MOUNT	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
4.	20	CASE, STORM IM3200 WITH FOAM, GREEN, WHEELED	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
5.	20	ILLUMINATION KIT, MAGPUL	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
6.	40	MAGAZINE, MAGPUL 30 ROUND, .223, PMAG, GEN M2 MOE	\$	\$
<b>Manufacturer and Model Quoted:</b>				

Item No.	Quantity	Description	Unit Price	Total
7.	20	LIGHT, STREAMLIGHT TLR1-HL LONG GUN KIT	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
8.	20	SLING MOUNT, MAGPUL ASAP SLING ATT PNT-MP	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
9.	20	SLING, MAGPUL MS3 WITH PARACLIPS	\$	\$
<b>Manufacturer and Model Quoted:</b>				
Item No.	Quantity	Description	Unit Price	Total
10.	20	SIGHT, AIMPOINT P.R.O.	\$	\$
<b>Manufacturer and Model Quoted:</b>				

## VII. ADDENDA

Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at: [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing). Each bidder is responsible for obtaining all addenda posted at the Purchasing Department website or by calling 804-748-1617. Acknowledgement of receipt of all addenda shall be in the space provided below or by returning a copy of each signed addendum. Failure to do so may result in rejection of the quotation. All addenda issued shall become part of the solicitation and all resulting contract documents.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

## VIII. DELIVERY SCHEDULE

Bidders are required to state the time of proposed delivery. **FAILURE TO DO SO WILL RESULT IN THE QUOTATION BEING REJECTED AS NONRESPONSIVE.**

State your earliest firm delivery in calendar days \_\_\_\_\_ after receipt of order (ARO).

This may be a factor in the award decision.

**IX. PAYMENT TERMS**

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of quotations. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered payment shall be made thirty (30) days after receipt of an accurate invoice by the County.

Our terms are: \_\_\_\_\_

**ATTACHMENT A - Virginia State Corporation Commission (SCC) Registration Information  
(Complete and return with quote submission)**

**The offeror shall check one of the following. The offeror is:**

☐ a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ -  
**OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) -  
**OR-**

☐ an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\* >>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers): ☐